



## Staff Report

**TO:** City Council  
**FROM:** Christina Taylor, Community Development Director  
**DATE:** March 1, 2022  
**SUBJECT:** Request to Authorize Grant Writing Assistance to Townsend Public Affairs, Inc. in the Amount of \$15,000

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### **Background and Analysis:**

The City of Beaumont currently contracts with Townsend Public Affairs, Inc. (TPA) for lobbying services at the State and Federal levels. Prior to COVID-19, the City had grant writing services available through the contract with TPA but since COVID-19 has restructured the contract to reduce costs and cover only lobbying services, leaving grant assistance on an as-needed basis.

CalTrans has opened the Cycle 6 Active Transportation Grant funding window. The call for projects begins in March with an application deadline of June 15, 2022. City staff would like to submit an application for an Active Transportation Planning grant for development of a Citywide active transportation planning document. The application process is time intensive with a moderate level of difficulty and City staff requires assistance in preparing a grant of this complexity.

City staff requested a proposal from TPA for grant writing assistance for the Active Transportation grant. The cost for assistance is \$15,000 and the proposal is included as Attachment A to this staff report.

### **Fiscal Impact:**

The cost to prepare this staff report is approximately \$250.

### **Recommended Action:**

Approve a one-time request for grant writing assistance with Townsend Public Affairs, Inc. in the amount of \$15,000 and authorize the City Manager to execute the agreement.

**Attachments:**

- A. Grant writing assistance proposal
- B. Cycle 6 Active Transportation Grant Summary